

AFFILIATED AICTE APPROVED COLLEGES NOT RECEIVING GRANT IN AID

Engineering College			Screening cum Evaluation/ Selection Committee
Teaching staff	Principal – Level 14	AICTE Regns 2019- Regn. 5.2 (f) Regn 3.4- Position of Principal Regn 2.25- Counting of Past Service Regn. 2.26- equivalence of experience of diploma level and degree level institutions	Annexure II (IV) of AICTE Regulations 2019
	Senior Professor Promotion – Level 15	AICTE Regns 2019- Regn . 5.2 (e) Regn 3.4- Position of Principal Regn 2.25- Counting of Past Service Regn. 2.26- equivalence of experience of diploma level and degree level institutions	Annexure II (III) of AICTE Regulations 2019
	Professor For direct Recruitment For promotion	AICTE Regns 2019- Regn . 5.2 (d) (i) Regn. 5,2 (d) (ii) Regn 2.25- Counting of Past Service Regn. 2.26- equivalence of experience of diploma level and degree level institutions	Annexure II (II) of AICTE Regulations 2019
	Associate Professor- Level 13A1 For direct recruitment For promotion of incumbents	AICTE Regns 2019- Regn. 5.2 (c) (i) Regn 5.2 (c) (ii) Regn 2.25- Counting of Past Service Regn. 2.26- equivalence of experience of diploma level and degree level institutions	Annexure II (II) of AICTE Regulations 2019
	Assistant Professor (Selection Grade)	AICTE Regns 2019- Regn 2.25- Counting of Past Service Regn. 2.26- equivalence of experience of diploma level and degree level institutions	Annexure II (II) of AICTE Regulations 2019



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	Assistant Professor – Senior Scale – Level 12	AICTE Regns 2019- Regn. 5.2 (b) Regn 3.4- Position of Principal Regn 2.25- Counting of Past Service Regn. 2.26- equivalence of experience of diploma level and degree level institutions	Annexure II (II) of AICTE Regulations 2019 Annexure II (II) (a) of AICTE Regulations 2019
	Assistant Professor (Senior Scale) Level 11	AICTE Regns 2019- Regn.5.2 (a)	Annexure II (II) of AICTE Regulations 2019
		Regn 2.25- Counting of Past Service Regn. 2.26- equivalence of experience of diploma level and degree level institutions	
	Assistant Professor	AICTE Regns 2019- Engineering / Technology – Regn. 5.1 (a) MCA – Regn – 5.1 (d) Regn 2.25- Counting of Past Service Regn. 2.26- equivalence of experience of diploma level and degree level institutions	Annexure II (II) of AICTE Regulations 2019
Workshop Superintendent			Under UGC Regulations and Rules notified by University of Mumbai and Govt. of Maharashtra
	Professor (Workshop) Stage V	As per AICTE Regulations notified from time to time	
	Associate Professor (Workshop) Stage IV		
	Workshop Superintendent (Selection Grade) Stage III		
	Workshop Superintendent () Selection Grade) Stage II		



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	Workshop Superintendent- Entry Level – Stage I	AICTE Regns 2019- Engineering / Technology – Regn. 5.1 (a) MCA – Regn – 5.1 (d) Regn 2.25- Counting of Past Service Regn. 2.26- equivalence of experience of diploma level and degree level institutions	Annexure II (II) of AICTE Regulations 2019	
Training and Placement				
	Training and Placement Officer – same qualifications as Professor	AICTE Regns 2019- Regn. 6.2		Under UGC Regulations and Rules notified by
	For direct Recruitment For promotion	AICTE Regns 2019- Regn . 5.2 (d) (i), Regn. 5,2 (d) (ii) Regn 2.25- Counting of Past Service Regn. 2.26- equivalence of experience of diploma level and degree level institutions		University of Mumbai and Govt. of Maharashtra
Librarian				
	Librarian	University of Mumbai CONCOL/ICC/04 of 2012		
	Assistant Librarian Direct Recruitment	UGC Regn. 6.7		
Non teaching staff	Registrar	As per norms prescribed for grant in aid and non grant in aid degree colleges and UGC Regulations	Principal/ Director HR Sub Committee	As per UGC Regulations and Rules of University of Mumbai and Government of Maharashtra
	Office Superintendent			
	Head Clerk			
	Senior Clerk			
	Junior Clerk			
	Class IV Staff			



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33. CODE OF PROFESSIONAL ETHICS FOR COLLEGE TEACHERS

1. Teachers and their responsibilities	UGC Regn 2018- Regn 17.0.I
2. Teachers and students	UGC Regn 2018- Regn 17.0.II
3. Teachers and colleagues	Refer to UGC Regn. 2018- Regn. 17.0.III
4. Teachers and Authorities	Refer to UGC Regn 2018- Regn 17.0.IV
5. Teachers and non teaching staff	Refer to UGC Regn 2018- Regn 17.0.V
6. Teachers and guardians	Refer to UGC Regn. 2018- Regn 17.0.VI
7. Teachers and Society	Refer to UGC Regn. 2018 – Regn 17.0.VII

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MISCONDUCTS AND DISCIPLINARY ACTION

34. The list of misconducts include :


- as set out in the particular acts , rules, regulations, circulars
- Non compliance of the duties and responsibilities set out in Acts, rules, regulations,
- violation of the Code of Ethics and Work responsibilities
- non compliance of any procedures, directions of the management or any other authority are also included in the list of misconducts.

INSTITUTION	CATEGORY OF EMPLOYEE	LIST OF MISCONDUCTS	DISCIPLINARY ACTION AND PENALTIES
Primary school	Teaching	Rule 28(5) of the MEPS Rules, 1981 Clause 35 of the handbook	Rules 29, 30, 31, 32, 33, 34, 35, 36, 37, 38 of the MEPS Rules
	Non teaching		
Secondary School	Teaching	Rule 28(5) of the MEPS Rules, 1981 Clause 35 of the handbook	Rules 29, 30, 31, 32, 33, 34, 35, 36, 37, 38 of the MEPS Rules
	Non teaching		
Junior college	Teaching	Rule 28(5) of the MEPS Rules, 1981 Clause 35 of the handbook	Rules 29, 30, 31, 32, 33, 34, 35, 36, 37, 38 of the MEPS Rules
	Non teaching		
Degree college and AICTE approved institutions	Teaching	Statutes framed under the Mumbai University Ac- CONCOI /VCD/53 of 1993 – No. 32	Statutes framed under the Mumbai University Act- Statutes 35, 36, 37, 38, 39
	Non teaching	Standard code for non teaching employees	Standard code for non teaching employees
Other institutions Society office and Departments		Rules framed in this Handbook	Rules framed in this Handbook

MISCONDUCT AND DISCIPLINARY ACTION AGAINST EMPLOYEES

GRADATION	OF	1. Non habitual : committed less than 3 times in 3 months; 2. Habitual : committed 3 times or in excess in 3 months. Non
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MISCONDUCT	habitual misconduct committed more than once during a calendar year is a habitual misconduct
DEGREES OF MISCONDUCT	<ol style="list-style-type: none"> 1. Major inviting penalty of suspension, withholding of increments for more than 1 year with non cumulative effect, withholding increments with cumulative effect, denial of promotion, reduction in rank, discharge or dismissal; 2. Minor inviting penalty of reprimand, warning, censure, withholding of increment for less than one year without cumulative effect, recovery from pay or any other amount due to the employee, of the damage caused to the management due to refusal to or delay in complying with orders given by the management, either to the employee or to groups of employees or all employees.
OTHER ACTS	Action taken under the Disciplinary Rules will not prohibit or restrict any person from remedy available to them under any other law.
MISCONDUCTS	
The types of misconduct set out below are indicative and not exhaustive or conclusive	
MISCONDUCT INCLUDES	
1. BREACH	<ol style="list-style-type: none"> a. Breach of any or all codes of the SIES Code of Conduct b. Breach of any law, rules or regulations in force or rules of discipline as per the provisions of law applicable to the institutions c. Any rules or instructions in respect of administration of any department, systems, cleanliness, safety, security d. Rules and instructions in respect of use, safety and security of physical and non physical property and assets
2. THEFT, FRAUD, DESTRUCTION OF PROPERTY ETC	<ol style="list-style-type: none"> e. Theft , fraud dishonesty in dealing with SIES or the management's activities or property; f. Destroying or causing loss to the management's activities or property; g. Theft, destruction of property ,causing losses to another employee while on SIES property h. Fraud or dishonesty in relation to activities of SIES or the management i. Representations to the public about being authorised or having the necessary permissions to guarantee admissions or employment in any SIES institution, with or without monetary benefit for the employee j. Accepting monetary or non monetary gratification from persons seeking admissions or employment in SIES institutions or seeking business relationships with SIES k. Giving or receiving monetary or non monetary bribes or any other gratification as an employee of or in relation to the work




	<p>of SIES</p> <p>l. Misappropriation- whether temporary or not- of SIES finances</p> <p>m. Causing loss of reputation of the management or SIES including Heads of Institutions</p> <p>n. Defamation of the management or SIES , including Heads of Institutions</p> <p>o. Behaving in a fraudulent manner or dishonestly with employee/s , consultants, advisers, retainers</p>
3. WILFUL ACTS	<p>a. Insubordination or disobedience or non compliance or refusal to obey, of any order of the reporting head, HOD, HOI or the management. This can be while acting alone or in concert with another or others</p> <p>b. Any act or omission in non compliance or refusal to comply with codes, rules, regulations, instructions</p>
4. IN RELATION TO SUBMISSION OF FALSE DOCUMENTS, RECORDS OR FALSIFICATION OR TAMPERING WITH THESE DOCUMENTS	<p>a. Submitting false or incorrect information or documents relating to age, educational and / or professional qualifications, previous work experience, residence, references while applying for employment, on the basis of which the employee has been offered employment ;</p> <p>b. Interpolation and / or falsification and / or tampering with documents relating to age, educational and / or professional qualifications, previous work experience, residence, references, after joining services, either by self or in concert with others</p> <p>c. Aiding, assisting or abetting employees in Interpolation and / or falsification and / or tampering with documents relating to age, educational and / or professional qualifications, previous work experience, residence, references</p>
5. STRIKE ETC	<p>a. Going on a work to rule, slowing down of work, strike including work tools pen down strike, cessation of work, sitting on a dharna or squatting either inside or outside the work premises or within SIES property or outside SIES property obstructing movement to and from the property either alone or acting in concert with another or others or acting in furtherance of the same</p> <p>c. Instigating or directing or ordering or aiding or abetting other employee/s, or contract employees or employees of service providers, by verbal , non verbal or written communication, to go on a work to rule, slowing down of work, strike, including work tools pen down strike, cessation of work, sitting on a dharna or squatting either inside or outside the work premises or within SIES property or outside SIES property obstructing movement to and from the property either alone or acting in concert with another or others or acting in furtherance of the same</p>



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	d. Obstructing employee/s from reporting for work , leaving post their work hours, performing their duties
6. IN RELATION TO ORDERS	<ul style="list-style-type: none"> a. Refusal to accept any orders or directions given or refusal to acknowledge receipt of any such orders or directions or communication, when such acknowledgement is required b. Negligence in or refusal, whether wilful or otherwise, to obey or implement the orders given by reporting head, HOI or management , whether by himself or acting in concert with other employee/s c. Instigating or directing or ordering or aiding or abetting other employee/s to disobey or not implement the orders given by reporting head, HOI or management d. Refusal to accept and / or acknowledge service of memos, warnings, charge sheets, disciplinary proceedings, penalties, orders of separation of service
7. IN RELATION TO TRANSFERS	Refusal to accept transfer orders and / or refusal to report at the place of transfer, within the period specified
8. IN RELATION TO ATTENDANCE	<ul style="list-style-type: none"> a. Habitual late coming b. Habitual negligence or refusal to mark attendance on the bio metric system or attendance register before the start of and at the conclusion of working hours or, extended working hours as the case may be c. Negligence or refusal to take prior written approval for lunch hours outside the work place building d. Delay in reporting or not reporting for work post the lunch break e. Negligence or refusal to take prior written approval for leaving the work place for work outside the workplace , except when the employee is required to proceed for work outside the workplace before commencement of work hours f. Delay in reporting or not reporting for work post work outside the workplace g. Not being found at the assigned work place during work hours, without any justifiable reasons h. Reporting early for work or overstaying work hours, if the same is without previous written orders or sanction of the management or reporting head or HOI. i. Manipulation of attendance records
9. IN RELATION TO LEAVE	<ul style="list-style-type: none"> a. Proceeding on leave without prior written permission from the management or the reporting Head, as the case may be b. In cases of proceeding on leave in an emergency , refusal to intimate the reporting head by an email on the first day of such leave c. Overstaying the sanctioned leave or negligence in or refusal




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	<p>to report for work on the day immediately post the end of the leave period sanctioned</p> <p>d. Neglect in or Refusal to fill in the leave application form and ensuring the same is sanctioned and signed, before proceeding on leave</p> <p>e. Neglect in or Refusal to fill in the leave application form and ensuring the same is sanctioned and signed after reporting for work post the emergency leave</p> <p>f. Negligence in or refusing to hand over work to the temporary replacement for the duration of the leave period</p> <p>g. Manipulation of leave records</p>
10.IN RELATION IDENTITY CARD	<p>a. Habitual negligence in or refusal to complete all formalities for issue or re-issue of Identity card</p> <p>b. Habitual negligence or refusal to wear the Identity card while at work</p> <p>c. Habitual loss of Identity card</p> <p>d. Habitual negligence or refusal to wear identity card while on duty at non habitual work place</p> <p>e. Use of Identity card for non SIES purposes</p> <p>f. Misuse of identity card for personal purposes or gains or for threatening, intimidating or coercing others</p> <p>g. Defacing or manipulating the entries and details on the Identity card</p>
11.IN RELATION TO DRESS CODE	<p>Negligence in or refusal to abide by the rules and instructions issued for dressing while at work on any SIES premises or outside the premises while on duty.</p>
12.IN RELATION TO USE OF OFFICE EQUIPMENT AND TOOLS – TELEPHONE, COMPUTERS, INTERNET, EMAILS , WEBSITES	<p>a. Negligence in or refusal to abide by the rules and instructions issued or operations manual of the equipment manufacturer for use of the office equipment and work tools</p> <p>b. Permitting non authorised persons to use the office tools and equipment</p> <p>c. Permitting non authorised persons to use the internet and email facilities</p> <p>d. Sharing log in ids and passwords with non authorised persons for use of computers, emails, email service providers (eg Outlook) and other SIES electronic property</p> <p>e. Negligence or refusal to log out of emails and email service providers (Eg Outlook) and password protect the computer while away from the work desk</p> <p>f. Refusal to share sign in ids and passwords with authorised persons</p> <p>g. Tampering including manipulating, reprogramming, interfering with the source codes, operating systems and software installed on the computers and other electronic devices</p> <p>h. Misplacing or losing software licences, disk packaging, warranties, guarantees</p>



Signature

	<ul style="list-style-type: none"> i. Sharing software licence details with non authorised persons, including employees j. Negligence or refusal to update all installed software and anti virus software, if the same is programmed to be updated manually k. Using unverified external storage devices on the office computers and electronic devices l. Tampering , including manipulating the online storage systems and drives m. Introducing spam mails into the official electronic communication devices, including computers n. Using the computers, electronic equipment and software for surfing , viewing, checking downloading non work related content o. Introducing or installing mal ware, spyware, hacking tools on to the office equipment p. Use of computers and electronic devices which results in spam mail q. Uninstalling software, applications or operating systems r. Installing non permitted / non approved software, applications or operating systems s. Negligence or failure or refusal to report non functioning or malfunctioning office equipment t. Deleting with and tampering with the clocks on the computers u. Deleting or tampering with emails sent and received v. Changing the content and layout of the website/s
13.IN RELATION TO USE OF CELLULAR PHONES, COMPUTERS, INTERNET, PERSONAL DATA CARDS AND CONNECTIONS , SOCIAL MEDIA, SOCIAL AND MASS MESSAGING MEDIA , OFFICE SPACE FOR PERSONAL PURPOSES	<ul style="list-style-type: none"> a. Using SIES , management or email and log in ids allotted to the employee for non work related and for personal purposes b. Using the internet or any other electronic devices without using SIES , management or email and log in ids for personal purposes – whether from the device allotted to the employee or, from any other device c. Using the office telephones for making or answering telephone calls d. Using self or other employee's cellular handsets for initiating or replying to calls, except in emergencies e. Using office computers, internet connection, office allotted or personal data cards, office allotted or personal computers, office allotted or personal tabs, office allotted or personal cellular phones or any other office allotted or personal devices for personal use, including surfing the internet, receiving and sending emails , skypeing, facetiming, whatsapp calling, whatsapp messages, google chats and hangouts, Instagram, facebook, hike, or any other social media or mass messaging or mass media applications, using these devices for reading newspapers, news content, magazines, alerts for personal work, using the device / application calendars and reminder



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	settings for non work related purposes , attempting online exams, quizzes downloading and / or storing content
14.IN RELATION TO ANY GROUPS ON ANY ELECTRONIC MEDIA WITHOUT PERMISSION	<ul style="list-style-type: none"> a. Creating any 'SIES' groups – institution wise, department wise or for the entire SIES employee strength on any social media, without prior written permission from the management on any social media or mass messaging systems or applications b. Using such permitted groups for transmitting and receiving non official and non work related communication, from group members, students, employees, service providers c. Using such permitted groups for criticising, defaming, mocking, abusing SIES management, policies, activities, decisions, HOIs, HODs, fellow employees, institutions, students, consultants, retainers, advisors, service providers, any activities or functions organised or supported by the management from group members, students, employees, service providers d. Adding to such sanctioned groups, persons who are not employees of SIES e. Refusing to delete employees who have separated from SIES f. Forwarding or sharing on other groups and mass media messages posted in this group
15.IN RELATION TO MISREPRESENTATION OF AUTHORITY WITH OR WITHOUT ANY PERSONAL BENEFIT	<ul style="list-style-type: none"> a. Representing or projecting authority to represent or speak or take decisions on behalf of the Society , its institutions or the management ; b. Representing or projecting authority to take decisions or ensure admissions in any institutions c. Representing or projecting authority to take decisions for or ensure employment in the Society or any of its institutions d. Representing or projecting authority to take decisions for or ensure engagement of service providers e. Representing or projecting authority to take decisions to award or for grant of scholarships, free ships etc to students f. Representing or projecting authority to take decisions or ensure grant of leave or monetary benefits or assistance of employees g. Representing or projecting authority to give interviews, write articles, blogs on behalf of the Society, its institutions or the management
16.IN ACTS RELATING TO OR INVOLVING FINANCES , GIFTS	<ul style="list-style-type: none"> a. Misappropriation, temporary or otherwise, of the finances of the Society or its institutions or of employees b. Use of Society or institution finances for personal purposes or gain c. Accepting remuneration , reward, gift or any other financial



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	<p>benefit or any other benefits, either directly or indirectly for releasing payments, processing terminal dues forms, releasing salaries or compensation of employees, consultants, advisers, retainers, service providers</p> <p>d. Accepting remuneration , reward, gift or any other financial benefit or any other benefits, either directly or indirectly for recommending or processing investments of Society or institution funds</p> <p>e. Falsification of accounts</p> <p>f. Offering or giving financial or non financial inducements to persons, including employees, for personal gains</p> <p>g. Offering or giving financial or non financial inducements to others while claiming to represent the Society, management, its institutions or employees</p> <p>h. Accepting any financial or non financial benefits from parents, students, service providers, in relation to their work with the society or admissions or employment</p> <p>i. Offering financial or non financial benefits to statutory or regulatory authorities while claiming to represent the Society, management, its institutions or employees</p> <p>j. Submitting vouchers for reimbursement of expenses when such expenses have not been incurred or have not been authorised by the management</p> <p>k. Falsification of or tampering with bills received from professionals, service providers etc</p>
17. IN RELATION TO SEXUAL HARASSMENT AT THE WORKPLACE	<p>Any one or more of the following unwelcome Acts or behaviour (whether directly or, by implication)</p> <p>a. physical contact and advances</p> <p>b. display of genitals to a lady</p> <p>c. touching a lady's genitals</p> <p>d. stalking</p> <p>e. a demand or request for sexual favours</p> <p>f. making sexually colored remarks</p> <p>g. showing pornography</p> <p>h. any other unwelcome physical, verbal or non verbal conduct of sexual nature</p> <p>i. implied or explicit promise of preferential treatment in her employment</p> <p>j. implied or explicit threat of detrimental treatment in her employment</p> <p>k. implied or explicit threat about her present or future employment status</p> <p>l. interference with her work or creating an intimidating or offensive or hostile work environment for her</p> <p>m. humiliating treatment likely to affect her health or safety</p>



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	<p>n. As defined under The Sexual Harassment at Workplace (Prevention, Prohibition and Redressal) Act, 2013</p> <p>o. UGC (Prevention , Prohibition and Redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015</p> <p>p. As set out in any other law relating to sexual harassment</p>
18. IN RELATION TO SEXUAL OFFENCES AGAINST CHILDREN	<p>a. Committing any type of sexual assault against children, including those set out in the Protection of Children from Sexual Offences Act, 2012;</p> <p>b. Any other act which can be construed as sexual assault of a child</p>
19. IN RELATION TO USE OF CORPORAL PUNISHMENT AGAINST CHILDREN - IRRESPECTIVE OF PARENTAL CONSENT	<p>a. Physical punishment, including beating or any punishment involving physical contact with the child for the purposes of punishing the child ;</p> <p>b. Making the children perform tasks, not part of the curriculum, which can include physical stress or activity</p> <p>c. Verbal punishment , including shouting, using inappropriate language, threats, intimidation , coercion or any action which is inappropriate or deemed to be inappropriate</p> <p>d. Non verbal punishment, including intimidating the child by gestures</p>
20. IN RELATION TO USE OF INAPPROPRIATE LANGUAGE ETC	<p>a. Use of abusive, vulgar, defamatory, insulting words , sentences or language while speaking to, speaking about or referring to the management, Heads of Institutions, employees, parents, students , consultants, retainers, advisors , service providers, visitors, either on a face off, over the telephone or any other medium of communication</p> <p>b. Disrespect or discourtesy shown to the management, Heads of Institutions, employees, consultants, retainers, advisors , parents, students, service providers, visitors</p>
21. IN RELATION TO VIOLENCE INCLUDING THREATS, DISORDERLY BEHAVIOUR ETC	<p>a. Threatening violence, including intimidation, restraint and coercion, to the management, Heads of Institutions, employees, consultants, retainers, advisors , parents, students, service providers, visitors</p> <p>b. Committing violence, including physical violence and acts of restraint, against management, Heads of Institutions, employees, consultants, retainers, advisors, parents, students, service providers, visitors</p>
22. REPORTING TO WORK UNDER SUBSTANCE INFLUENCE AND USE OR SALE OR PURCHASE OR CONSUMPTION OF	<p>a. Reporting for work under the influence of liquor or any narcotic substances, recreational or non recreational drugs (except in cases of non recreational drugs of the correct dosage required to be consumed under medical advice and supervision)</p> <p>b. Consuming liquor or any narcotic substances, recreational or non recreational drugs (except in cases of non recreational</p>



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LIQUOR, CIGARETTES, TOBACCO PRODUCTS, PROHIBITED SUBSTANCES ETC ON SOCIETY PROPERTY	<p>drugs of the correct dosage required to be consumed under medical advice and supervision), whether in isolation or in concert with others</p> <p>c. Instigating or directing or ordering or aiding or abetting other employee/s, students or contract employees or employees of service providers to consume liquor or any narcotic substances, recreational or non recreational drugs</p> <p>d. Using or smoking cigarettes or other tobacco related substances</p> <p>e. Instigating or directing or ordering or aiding or abetting other employee/s, students, contract employees or employees of service providers to use or smoke cigarettes or other tobacco related substances</p> <p>f. Use of society property for purchase or sale of liquor, cigarettes, tobacco related products, narcotic substances, recreational or non recreational drugs</p>
23. IN RELATION TO MAINTAINING HYGIENE ON THE SOCIETY PROPERTY	<p>a. Spitting on the premises</p> <p>b. Neglect or failure to obey instructions for hygiene on the property</p>
24. IN RELATION TO SAFETY AND SECURITY	<p>a. Disregarding , neglecting or failure to obey and implement instructions given for personal security and safety and for disciplined working environment</p> <p>b. Disregarding , neglecting or failure to obey and implement instructions given for equipment and property safety and security</p>
25. IN RELATION TO DAMAGE TO, LOSS OF PROPERTY	<p>a. By disregarding safety instructions</p> <p>b. By disregarding operating instructions</p> <p>c. By overt and covert negligence</p> <p>d. By covert or overt acts rendering the property unusable or which requires property to be sold or discarded for no sale value</p> <p>e. Destroying physical assets or damaging them by acts of violence or inciting , instigating ordering or aiding or abetting other employee/s, students, contract employees or employees of service providers in acts of covert or overt violence</p> <p>f. Failure to report damage or potential damage to the property and assets of the society</p>
26. IN RELATION TO GAMBLING ETC	<p>Gambling, placing bets, playing cards or other games, on the society property</p>
27. IN RELATION TO WEAPONS	<p>Carrying or inciting , aiding and abetting others in carrying, onto society property, guns, knives, blades or other instruments capable of inflicting violence, injury or death on others.</p>
28. IN RELATION TO STATUTORY AND REGULATORY DUE DILIGENCE	<p>a. Failure or neglect to deposit tax deducted at source, GST, service charges etc within the prescribed time limits</p> <p>b. Failure or neglect in collecting or issuing tax deduction certificates, GST certificates, interest certificates, bank</p>



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	<p>statements</p> <ol style="list-style-type: none"> Failure or neglect in completing financial statements on time, leading to delay on the part of internal and/ or external auditors in completing audit and finalisation of accounts and submission of returns Failure or neglect in payment of taxes including property taxes, ground rent, water charges, lease rentals, electricity bills, telephone bills, service provider bills within the prescribed time limits Incorrect computation, deduction and deposit of various taxes Failure or neglect to : deposit profession tax, provident fund, gratuity scheme premium, medical insurance premium within time prescribed and submit, where required, statutory returns post such deposit Failure or neglect in renewing insurance premium for society assets Failure or neglect in verifying licences and permissions of various service providers Failure or neglect in renewing licences, applying for extensions of affiliations and approvals, recognitions within the time prescribed Failure or neglect , where necessary, in applying for NOCs or permissions from the appropriate authorities for filling in vacancies in institutions Failure or neglect , where necessary, in submitting papers for approval of new employees Failure to complete admission process at college and statutory level, within the time prescribed Failure and neglect in admission of non eligible candidates and non admission of eligible candidates across all institutions Failure and neglect in advising management on renewal of various contracts and ensuring completion of such renewal Failure and neglect in advising management of non performance of service providers
<p>29. IN RELATION TO CONFIDENTIAL OR PROPRIETARY INFORMATION OR INFORMATION NOT AVAILABLE IN PUBLIC DOMAIN OR TO NON EMPLOYEES</p>	<ol style="list-style-type: none"> Covertly or overtly releasing or aiding, abetting or inciting the release or disclosing confidential or proprietary information in relation to the Society, management and its institutions, its processes, administrative decisions, academic decisions, financial decisions, statutory and regulatory compliances, to persons not authorised to demand or receive such information or to third parties or on social media or in public domain Disclosing information of Society and institution activities and its management and employees, not available in public domain, to persons not authorised to demand or receive such information or to third parties or in social



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	media or in public domain
30. IN RELATION TO ORGANISATION OF ACTIVITIES NOT AUTHORISED BY THE MANAGEMENT	a. Organising associations or groups of employees, whether as a registered group or as an informal group for non work related or affiliated activities, collecting funds for such activities, organising and conducting meetings for such activities
31. IN RELATION TO ADMINISTRATIVE OR OFFICIAL INSTRUCTIONS	a. Failure or neglect or refusal to obey or implement the administrative or official instructions b. Aiding, abetting, inciting or instigating other employees to refuse or disobey or not implement the administrative or official instructions
32. IN RELATION TO SKILL ENHANCEMENT PROGRAMS ETC	Failure to, neglect in or refusal, whether for the entire duration or a part of the duration, to attend workshops, seminars, skill enhancement programs, as directed by the management.
33. DEFIANCE OR BREACH OF LAWS, RULES AND REGULATIONS	Any act or omission by the employee, whether it impacts his employment with the Society or its institutions, if it is in breach of laws, rules and regulations applicable to individuals
34. GENERAL MISCONDUCT	a. Incompetence b. Misconduct not covered under any of the other heads c. Moral turpitude

35. PROCEDURE FOR IMPOSING PENALTY



[Signature]

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